

## Tennis Clinic Drop Off Procedure

### Drop Off: 1:45 - 2:00 pm

- **Intersection of Park Drive and Clarke Street – 100 Clarke Street (Center Recreation Complex/near the Center #1 baseball field outfield fence and Center Playground)**
- Parents/Caregivers should place an 8x11 sheet of paper with the participant's first and last name on their dashboard to identify who they are dropping off
- Cars will enter the drop off zone and follow the one way direction on the right side of the street (horses will be lining this pathway)
- Cars will stop once they have reached the designated drop off zone (near the Center #1 outfield fence)
- Participants are **required** to stay in their car until they have reached the drop off zone
- Once the car has come to a stop, staff will prompt the participant to exit the car
- A designated instructor will lead participants from the drop off zone to the courts
- Once the participant has exited the car, parents/caregivers will be directed to exit the drop off zone in a one-way direction towards Park Drive.

### Participants who arrive on foot or bike

- Participants or caregivers who arrive on foot or bike must speak with staff upon arrival to complete the check in process.

## Tennis Clinic Pick Up Procedure

### Pick Up: 5:00 - 5:15 pm

- Parents / Caregivers will be asked to place a piece of paper with the participant's first and last name in their passenger window for staff to identify campers being picked up
- Participants will be with their group at their meeting location
- Cars will enter the pick up zone (forming single file line) and stop at the designated area (near the Center #1 outfield fence)
- Staff will signal for parents / caregivers to roll down their passenger window to confirm who they are picking up
  - If the individual picking up is not recognized as a parent by staff, the individual will be asked to show identification to ensure they are listed as an approved pick up
  - If the individual is not identified as an approved individual, they will not be allowed to pick up the participant and the parents will be contacted
- Once the participant has entered the car, parents/caregivers will be directed to exit the pick up zone in a one-way direction towards Park Drive

### Participants who arrive on foot or bike

- Participants or caregivers who travel on foot or bike must speak with staff before leaving for the day.



## Tennis Clinic Rainy Day Procedures

**Location: Lexington High School Field House**

**Drop Off: 1:45 – 2:00 pm**

- Cars will enter the parking lot and follow the one-way direction designated for buses
- Staff will direct cars in a single file line to the designated drop off area (in front of the Field House)
- Staff and caregivers will continue with typical drop off procedures for check in
- Cars will be directed to exit in a one-way direction onto Worthen Road

**Pick Up: 5:00 – 5:15 pm**

- Cars will enter the parking lot and follow the one-way direction designated for buses
- Staff will direct cars in a single file line to the designated drop off area (in front of the Field House)

Staff and caregivers will continue with typical end-of program pick up procedures

Cars will be directed to exit in a one-way direction onto Worthen Road

